RULES
AND
ORDERS
OF THE
Public INFIRMARY
AT
MANCHESTER.

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RULES,

FOR THE

GOVERNMENT

OF THE

Publick Infirmary, &c.

1.

THAT the Government of this Society be placed in the Hands of certain Truſtees, and that the Society act, and be diſtinguiſhed, by the Name of the Truſtees of the *Mancheſter* Infirmary.

2. That all Benefactors of twenty Guineas, or upwards at one Time, be Truſtees during Life.

3. That all Subſcribers of two Guineas, or upwards, annually, be Truſtees during Payment.

4. That the Head, or other Officer, for the Time being, of any Townſhip, Body Corporate, or Society ſubſcribing two Guineas, or giving a Benefaction of twenty, be a Truſtee.

5. That a General Board of Truſtees, be held at four ſtated Times in the Year, viz. on the *Thurſdays* preceeding the 24th of *June*, the 29th of *September*, the 25th of *December*, and the 25th of *March*; and oftner on ſpecial Occaſions.

6. That the Power of making and repealing Laws, of electing, and removing Officers, be veſted in the General Board only.

7. That there be a Weekly Board of Truſtees, which ſhall conſiſt of five at leaſt, to meet every *Monday* at Eleven of the Clock, at the *Infirmary*.

8. That at the General Board, held next before *Midſummer*, a Treaſurer be annually choſen out of the Truſtees, who ſhall, if required, give Security to ſuch Perſons, as the General Board ſhall appoint, for the due accounting for all ſuch Money, as he ſhall receive for the Uſe of the *Infirmary*; and ſhall pay all ſuch Bills as are ordered by the General or Weekly Board, ſuch Order being firſt ſign'd by the Secretary.

9. That

9. That the Treaſurer at every Board, take the Chair, or in his Abſence, the Members preſent appoint their own Chairman; who ſhall have a caſting Voice. That at every General Board the Proceedings of the laſt General Board, and at every Weekly Board, the Proceedings of the laſt Weekly Board ſhall be read over, and that no Order of either Board, ſhall continue longer in Force, unleſs confirmed by ſuch ſubſequent Board.

10. That the Proceedings of every Board be fairly regiſtered, and ſign'd by the Chairman.

11. That at the General Board, held next before *Midſummer*, two Truſtees be annually choſen, to inſpect and audit the Accounts of the *Infirmary*, and to report the ſame from Time to Time to the General Board; and at the End of every Year, viz. at *Midſummer*, to draw out the Accounts, with a Report of the State of the *Infirmary*, the Number of Patients received and diſcharged within the Year, and an Abſtract of the Proceedings of the Truſtees, and to produce the ſame at a General Board, to be appointed for that Purpoſe before *Michaelmas*.

12. That ſuch Phyſicians and Surgeons, as are agreed upon at a General Board, be nominated to attend the *Infirmary*, and that, whenever a Vacancy ſhall happen after the firſt Appointment, the Number of each ſhall not exceed Three.

13. That

13. That an Apothecary, Secretary, and Matron be appointed as Officers by the General Board, and ſuch Nurſes and Servants, as are neceſſary to attend the *Infirmary*, by the Weekly Board.

14. That the Clergy of *Mancheſter* and *Salford*, be deſir'd, in Weekly Rotation, to attend the *Infirmary*, and miniſter to the Patients, at a convenient Hour.

15. That one or more of the Contributors reſiding in Town, be appointed in the Order they ſtand in the Alphabetical Liſt, at every Weekly Board, to viſit the Houſe once every Day, for the enſuing Week, each of which, in Caſe of Sickneſs or neceſſary Avocation, may appoint another Contributor to be his Deputy; and that they enquire whether the Rules concerning Officers, Servants, and Patients, have been obſerved; particularly whether the Patients have been duly attended by the Phyſicians, Surgeons, Apothecary, &c. whether Prayers have been duly read; whether the Patients or Servants have been guilty of Swearing, Drunkenneſs, any Immorality, or Indecency; whether the Proviſions are good, and whether they have been carried out of the Houſe, or brought in to the Patients clandeſtinely; and that they enter what they think proper, to be obſerved, in a Book to be provided for that Purpoſe, and that they attend the next Weekly Board.

16. That the Weekly Board inſpect the Obſervations of the Houſe-Viſiters, regulate all Matters relating to the Admiſſion, or Diſcharge of Patients, enquire into the Conduct of Officers and Servants, examine and paſs Accounts, order Payments, execute the Orders of the General Board, and prepare ſuch Matters, as are proper to be laid before the ſame.

17. That the Weekly Board, nine Members being preſent, have Power to ſuſpend the Apothecary, Secretary, or Matron for Miſbehaviour, and to appoint others during the Suſpenſion, and to remove Nurſes and Servants, and chuſe others in their Room.

18. That when any Vacancy ſhall happen in the Office of Treaſurer, Phyſician, Surgeon, Apothecary, Secretary, or Matron, the Weekly Board ſhall Summon a General Board to fill up the Vacancy, unleſs the ſtated General Board ſhall happen at a convenient Diſtance of Time; and till ſuch Election be made, the Weekly Board ſhall appoint a Perſon or Perſons to act in the vacant Office.

19. That the Weekly Board, nine Members being preſent, have Power to Summon a General Board upon any ſpecial Occaſion, giving publick Notice fourteen Days at the leaſt before, and ſpecifying the Buſineſs to be tranſacted at ſuch Meeting.

20. That all Elections, if conteſted, be by Ballot; and all Queſtions decided by a Majority of Votes preſent, which ſhall be taken by Ballot, if required.

21. That all Subſcriptions for the current Year, be paid as ſoon as may be after the Year commences; that all Subſcriptions entered before *Michaelmas*, be deemed to commence at the preceding *Midſummer*, and all ſubſequent Subſcriptions to commence from the Quarter-Day preceding the Time of ſubſcribing, unleſs the Subſcriber deſire otherwiſe.

22. That all Perſons, whoſe Subſcriptions ſhall be three Months in Arrear, a Monitory Letter ſhall be ſent by the Secretary, to prevent further delay of Payment; all Subſcriptions being ſuppoſed to continue, unleſs the Subſcriber orders the contrary by Letter.

23. That no Treaſurer, Auditor, Phyſician, or Surgeon, ſhall receive any Reward, Sallary, or Gratuity from the *Infirmary* for his Service.

24. That no Patient, or Perſon related to the *Infirmary*, do at any Time preſume on Pain of Expulſion, to give to or take from any Tradeſman, Patient, Servant, Stranger, or other Perſon whatſoever, any Fee, Reward, or Gratuity directly or indirectly, for any Service done, or to be done on Account of the *Infirmary*.

25. That a Table of the Rules and Orders, which relate to the Conduct of Patients and Servants, be

be hung up in each Ward, and publickly read over every *Friday* Morning, by a Perſon to be appointed by the Matron.

26. That an Inventory of all the Houſhold Goods and Furniture belonging to the *Infirmary* be kept by the Secretary, and a Copy thereof by the Matron, and that once every Year, at ſome convenient Time before the ſtated Board in *June*, the Auditors do cauſe a freſh Inventory to be made, and compare it with that of the preceding Year, as well as with the Account of what has been purchaſed ſince; and that as often as any Thing ſhall be wanting, it be immediately notified by the Matron to the Viſitors of the Week.

27. That the Method of dealing with Tradeſmen in General be to publiſh an Account of Proviſions and Goods wanted, and Notice for ſuch as are willing to furniſh the ſame, to bring their Propoſals ſealed up to the Secretary at a Day fixed, in order that the next Weekly Board may determine which ſhall be accepted.

28. That the Appointment of the particular Diet of the Patients be under the Regulation of their reſpective Phyſician or Surgeon, and that no other Proviſions or Liquors be brought into the Houſe to them, on any Pretence whaſoever.

29. That a Poor-Box be ſet up in ſome convenient Place, to which there ſhall be two Locks; the Key of the one to be kept by the Treaſurer,

and of the other, as the Weekly Board ſhall appoint, and the Money, therein collected applied to the Uſe of the *Infirmary*.

30. That the Matron, Apothecary, and Servants be ready to attend the Viſitor in the Board-Room: That when the Viſitor enters the Wards, the Matron and Servants withdraw, and the Patients ſtand by their reſpective Beds.

Admiſſion and *Diſcharge* of *PATIENTS.*

31. THAT Patients be admitted and diſcharged every *Monday* by the Weekly Board, between the Hours of Eleven and One; and that the Candidates for Admiſſion do attend before the Hour of Eleven.

32. That a Subſcriber of One Guinea, ſhall have a Right to recommend one Out-Patient at a Time, ~~and~~ a Subſcriber of Two Guineas ~~for every larger Sum ſubſcrib'd, in the ſame Proportion~~ one In-patient or two Out-patients at a Time: That a Benefactor, who has at one Time given to the Infirmary the Sum of ten Guineas, ſhall have an equal Right with an annual Subſcriber of one Guinea, and ſo in the like Proportion for greater Benefactions.

33. That the Head, or other Officer for the Time being, of any Townſhip, Body Corporate, or Society, ſubſcribing or giving a Benefaction to the Infirmary, have the ſame Power of recommending Patients with a Subſcriber or Benefactor of equal Value.

34. That no Perſon be admitted a Patient without the Recommendation of ſuch Subſcriber or Benefactor as before named, except in Caſes that will not admit of Delay; in which the Apothecary,

cary, or Matron, ſending immediate Notice to the Phyſician or Surgeon of the Week, may give Admiſſion.

35. That no Perſons be admitted, who are able to ſubſiſt themſelves and pay for their Cure.

36. That no one be admitted or ſuffered to remain as an In-patient, who is capable of receiving equal Benefit as an Out-patient.

37. That no Subſcriber's Recommendation be accepted, while his Subſcription is in Arrear.

38. That a Letter ſigned by the Secretary or Chairman of the weekly Board, be ſent to every Perſon recommending a Patient, to ſignify, that the Perſon recommended is admitted, poſtponed, or rejected, and that the like Notice be given to the Perſon who recommended, when a Patient is diſcharged.

39. That Perſons, who recommend Patients from diſtant Places, do ſend their Caſes drawn up by ſome Phyſician, Surgeon or Apothecary, (Poſt paid) to which an Anſwer ſhall be returned, whether, and when they ſhall be admitted; but that the Board be ſtill at Liberty to reject ſuch Patients, if their Caſes appear to have been miſrepreſented.

40. That when there ſhall be Want of Room in the Infirmary, for the Admiſſion of all duly recommended and qualified to be In-patients, thoſe

ſhall

ſhall be firſt received, whoſe Caſes will admit of the leaſt Delay; in Caſes of equal Exigency, the Preference ſhall be given, Firſt, to ſuch, who live at the greateſt Diſtance, Secondly, to thoſe, recommended by ſuch Subſcribers and Benefactors as have not recommended any In-patients within the Year, and Thirdly, to thoſe recommended by the largeſt Contributors.

41. That Patients duly recommended and qualified, who cannot be admitted for Want of Room in the Infirmary, be entered into the Books as In-patients, and received into the Houſe preferable to any other, in equal Neceſſity, upon the firſt Vacancies, and in the mean Time treated as Out-patients.

42. That one Bed in each Ward be reſerved as a Proviſion for Accidents, that require immediate Relief.

43. That no Woman big with Child, no Child under Six Years of Age, (except in extraordinary Caſes, as Fractures, or where cutting for the Stone, or any other Operation is required) no Perſons diſordered in their Senſes, ſuſpected to have the Small-Pox, Itch, or other infectious Diſtemper, that are apprehended to be in a dying Condition, or incurable, be admitted as In-patients, or, if inadvertently admitted, be ſuffered to continue.

44. That no Soldier be admitted an In-Patient, untill his Officer has engaged to pay his Subſiſtance-Money to the Treaſurer of the *Infirmary*, during

during ſuch Time as he ſhall continue there, except Soldiers on Furloe, when there is no Officer at hand to engage for them.

45. That all Perſons admitted into the Houſe, and in two Months receiving no Benefit, be diſcharged, unleſs the Phyſician or Surgeon certify to the Weekly Board, that there is a Probability of their being cured, or receiving conſiderable Relief.

46. That Patients be enjoyned to deſire, that publick Prayers may be offered for them during their Illneſs, and to return publick Thanks, in their reſpective Places of Divine Worſhip, upon their Recovery.

Phyſicians and *Surgeons:*

47. THAT the Phyſicians and Surgeons, one of each, attend in their Turns, at the *Infirmary*, every *Monday* at Eleven of the Clock, to examine thoſe who ſhall be recommended for Patients, to certify their Opinions of the ſeveral Caſes to the Board, and to receive under their Care ſuch as ſhall be admitted.

48. That the Phyſicians and Surgeons do meet at the *Infirmary*, every *Thurſday* at Eleven of the Clock, to viſit their In-Patients, and to conſult upon difficult Caſes, to note down the Patients proper to be diſcharged on the *Monday* following, and to preſcribe for their Out-Patients then on the Book.

49. That the Phyſicians and Surgeons viſit their reſpective In Patients at other Times, as they ſhall judge neceſſary, or ſhall have Notice of any ſudden Emergency from the Apothecary or Matron.

50. That no Amputation, or other great Operation, except an urgent Occaſion require it, be performed, without a previous Conſultation of the Phyſicians and Surgeons.

51. That each Phyſician and Surgeon, whoſe Buſineſs or Indiſpoſition ſhall oblige him to be abſent, engage ſome other Phyſician or Surgeon of the *Infirmary* to attend for him.

Apothecary.

52. THAT the Apothecary fix a Ticket on each Patient's Bed, ſpecifying the Name of the Patient, together with that of the Phyſician or Surgeon, the Time of Admiſſion, and alſo the Diet, according to the Preſcription of the Phyſician or Surgeon; and that he give a Liſt of the ſame to the Matron each preſcribing Day.

53. That he viſit the Wards every Morning, and be prepared to report the State of the Patients to the Phyſicians or Surgeons.

54. That an Account of the Number of Beds, which become vacant in each Ward, be delivered by him at the Weekly Board, with a Liſt alſo of the Patients received into the Houſe in the foregoing Week, and of ſuch Patients as have been in the Houſe two Months.

55. That he diſpence no Medicines, without the Direction of the Phyſicians or Surgeons, except in Caſes of Neceſſity, when they cannot be conſulted.

56. That there be a Committee appointed, as ſoon as the General Board ſhall judge it convenient, to buy Drugs for the Uſe of the *Infirmary*, and till ſuch Time, the Apothecary ſhall provide what is neceſſary, by the Direction of the Treaſurer, Phyſicians or Surgeon; and ſhall deliver

deliver to the Weekly Board an Account of what Drugs and Medicines are expended; and that he bring in a Bill of the Expence, at leaſt once in every Month.

57. That the Phyſicians and Surgeons be at Liberty to inſpect the Drugs and Medicines made Uſe of by the Apothecary, and to ſee that he does his Duty; and that they enter their Obſervations in a Book to be provided for that Purpoſe.

58. That the Apothecary be never abſent, when the Phyſicians and Surgeons are to attend, and that he always leave Notice with the Matron, or at the Place of his Abode, where he may be found, and in caſe of Sickneſs, or other neceſſary Avocation, that he depute another Apothecary, who ſhall be approved by the Phyſicians, to officiate in his Place.

Secretary.

59. THAT the Secretary attend at every Board, to Minute down, and Regiſter all Proceedings; and that he be always ready to produce the Books and Accounts of the Society fairly written.

60. That he enter in a Regiſter the Names of the In-Patients, and of the Out-Patients, the Pariſh, or Townſhip they belong to, their Age, and Diſtemper, when admitted, when diſcharged, and in what State.

61. That he give Notice in Writing every *Saturday* to the Phyſician, and Surgeon, and to the Clergyman, whoſe Turn it is to attend, and to the Houſe-Viſitors, who are appointed to viſit the following Week.

Matron.

62. THAT the Matron take Care of the Houſhold Goods and Furniture, according to the Inventory, and be ready to give an Account thereof, when required.

63. That ſhe viſit the Wards and Offices every Day, and take Care that the Chambers, Beds, Cloths, Linen, and all Things within the *Infirmary* be kept clean.

64. That ſhe keep a daily Account of the Proviſions and other Neceſſaries, ready to lay before the Weekly Board, that ſhe attend to the due Diſtribution of them, and never ſuffer any to be carried out of the Houſe.

65. That ſhe keep a Diet-Book, by which the Number of Patients on each Diet may be known.

66. That ſhe cauſe the Names of the Patients in each Ward to be called over every Morning and Evening, and enter in the Houſe-Viſitor's Book, the Names of thoſe who are abſent, and that ſhe ſuffer no In-Patient to go further than the Inner-Court, without Leave.

67. That ſhe take Care of the Keys of the Doors, and ſee, that they be always locked at Nine in the Evening, from *Michaelmas* to *Lady Day*, and at ten in the Evening from *Lady Day* to *Michaelmas*.

68. That ſhe ſee that the Nurſes, Servants, and Patients obſerve the Rules of the Houſe, and do their Duty; and in caſe of Miſbehaviour, or Neglect, acquaint the Weekly Board, or Houſe Viſitors thereof.

Servants.

69. THAT the Nurſes clean their reſpective Wards by Seven in the Morning, from the firſt of *March* to the firſt of *October*, and by eight in the Morning, from the firſt of *October* to the firſt of *March*; and that they ſerve up Breakfaſt, within an Hour after the Wards are cleaned.

70. That the Nurſes and Servants obey the Matron as their Miſtreſs, and that they behave with Tenderneſs to the Patients, and Civility and Reſpect to Strangers.

71. That all Perſons concerned as Servants in the Houſe, be free from the Burden of Children, and the Care of a Family.

Patients.

72. THAT no Patient go out of the *Infirmary*, without Leave from the Phyſician or Surgeon, firſt ſignifyed to the Matron; or lie out of the Houſe, on any Account whatſoever, on Pain of Expulſion.

73. That no Men-patients go into the Women's Wards, nor Women into the Men's, without Leave of the Matron.

74. That they do not ſwear, curſe, behave rudely, or indecently, on Pain of Expulſion, after the firſt Admonition.

75. That no Patient preſume to play at Cards, Dice, or any other Game, within the Walls of the *Infirmary*, or to ſmoke any where within Doors, without Leave from the Phyſician or Surgeon firſt ſignifyed to the Matron.

76. That ſuch Patients as are able, be employed in nurſing the other Patients, waſhing and ironing the Linnen, cleaning the Wards, and ſuch other Service, as the Matron ſhall require.

77. That ſuch In-patients as are able, be allowed to go to their reſpective Places of Worſhip on Sundays in the Forenoon, and Afternoon, that they return to the Infirmary directly; and that no Perſons be admitted to viſit Patients on that Day till after Evening Service, without ſpecial Leave of the Matron.

That

78. That ſuch Out-patients as are able, do attend exactly at eleven of the Clock every *Thurſday*, and if they abſent themſelves twice together, without a reaſonable Cauſe, to be allowed by the Phyſician or Surgeon, that they be diſcharged for Irregularity.

79. That no freſh Medicines be given them, till they deliver their Phials or Gallipots, and ſuch Medicines as they have not uſed.

80. That no Patient preſume to loiter about the *Infirmary*, or Streets adjacent, or to beg any where in Town, on Pain of being diſcharged for Irregularity.

81. That no Perſon diſcharged for Irregularity, be admitted again a Patient of the Infirmary, on any Recommendation whatſoever.

Form of a Recommendatory LETTER.

GENTLEMEN,

I Recommend to your Examination
of the Pariſh of
whom I believe to be a real Object of Charity, and deſire he may be admitted an In-(or Out-) Patient of the *Infirmary*, if duly qualified.

To the Truſtees of the Public
Infirmary *at* MANCHESTER.

Form of a LETTER *to be ſent to Subſcribers who are in Arrears.*

SIR,

IN Compliance with the Rules of this Society, I am to acquaint you, that it appears by the Secretary's Book that your Subſcription of *per Ann.*
payable laſt has not
yet been received.

It is therefore the Requeſt of the Board, that you will be pleaſed to pay it to the Treaſurer, ~~or one of the Correſpondents,~~ and excuſe this Application, as it is the conſtant Uſage of other *Infirmaries* in the like Caſe.

CHAIRMAN.

F I N I S.